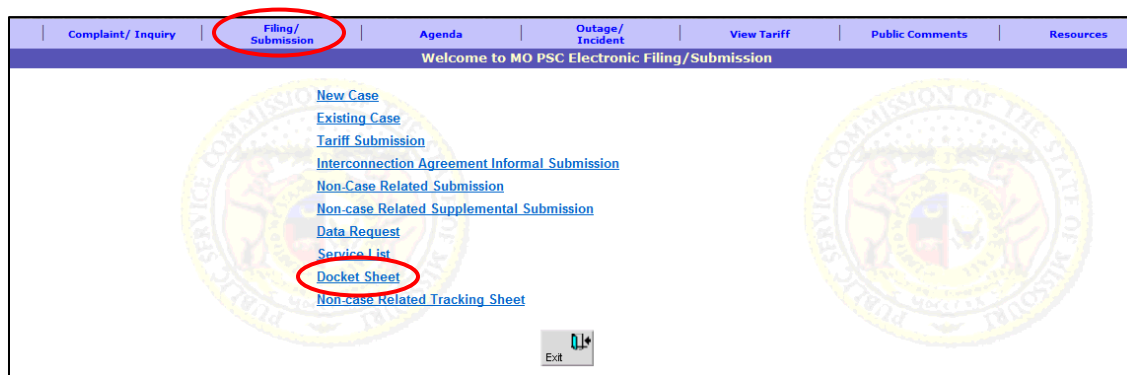


Missouri Public Service Commission

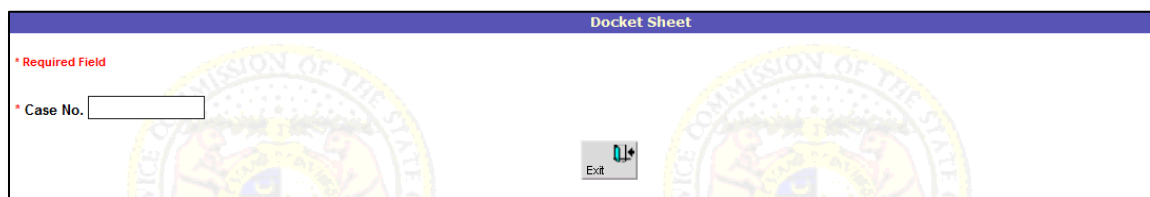
EFIS – View Docket Sheet Case Filings

To view case filings through the docket sheet, complete the following steps:

1. Log on to EFIS.
2. From the Welcome screen, click the **'Filing/Submission'** menu option
3. Select the **'Docket Sheet'** link to continue to the **'Docket Sheet'** screen.



4. Beside **'Case No.'**, input the applicable case number to continue to the **'Docket Sheet'** screen.



On the Docket Sheet screen:

5. The top portion of the docket sheet displays pertinent information about the case.
6. The **'Style of Case'** identifies what the case is about.
7. The **'Tracking No.'** indicates associated tracking numbers for the case, including non-case filing, tariffs, and other cases.
8. The **'Status'** specifies the status of the case, whether it's open or closed.
9. The **'Assigned Judge'** lists the assigned judge to the case.
10. The **'Assigned Attorney'** lists the attorneys assigned to the case.
11. The **'Consolidated To'** lists any case the above listed case is consolidated into. Once consolidated, filings should only be made in the lead case. The secondary case will be closed.
12. The **'Consolidated From'** lists any case number that has been consolidated into the case.
13. The **'Appealed To'** lists any appeal cases related to this case.
14. The **'Hide'** check boxes can be checked to hide the corresponding document types from the Docket Sheet display. The item numbers will remain the same.
15. Under **'Item No.'**, select the applicable item to view, which will open a new window to view the filing.

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EFIS – View Docket Sheet Case Filings

Docket Sheet

Case No. EA-2016-0310

Company Name(s) Electric Missouri, Inc.-Investor(Electric)

Style of Case [Style of Case](#)

Tracking No.

Status Open

Assigned Judge

Assigned Attorney

Consolidated To

Consolidated From

Appealed To

Hide ☐ Exhibits ☐ Testimony ☐ Transcripts ☐ Communication Notices

Item No.	Date Filed	Title of Filing	Filed on Behalf Of	In Response to Item No.
3	6/29/2016	Order Approving Intervention	Commission-(All)	
2	6/29/2016	Proposed New Tariff	Electric Missouri, Inc.-Investor(Electric)	
1	6/29/2016	Application for Certificate of Service	Electric Missouri, Inc.-Investor(Electric)	

View Calendar

View Service List

Print

Display All

Save as File

Exit

On the document filing screen:

16. A split screen window will open.
17. The right side of the window is called the Parent Page. All case filings with the exception of Commission Orders and Notices will have a parent page. The Parent Page is a summary of the submission details. It displays the information that was input into the submission screen. The Parent Page also captures the date and time the submission was filed into EFIS.
18. The left side of the window is the Attachment Window. It contains links to all document attachments uploaded for the submission.
19. The security designation for the document will be displayed to the right of the document's filename.

NOTE: *that the document names are determined by the filers. The system does not name the documents.*

20. To view a document, click the document link.
21. Depending on your browser settings, the document may open in a new window or in the window where the Parent Page had previously been displayed.
22. Documents can easily be saved/downloaded by right-clicking the document link and selecting 'Save target as...'.
23. For Commission Orders and Notices, the document will open without a parent page.
24. The individual who made the submission has the ability to change the security level of a document within 14 days of the submission. Security levels can only be increased. After 14 days, security changes can only be made by the Data Center or Helpdesk. To update the security level, click the appropriate icon next to the 'Change security to:' option displayed below the document link.

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EFIS – View Docket Sheet Case Filings

Electronic Document - Internet Explorer

File Edit View Favorites Tools Help

Sunshine Request Google Bank of St. E. JWC Jeff City Weather PSC Internet EFIS TEST ME KRCG TV MO Bus Search Test Emulate User

Select A Document

The icons below will allow you to individually change the security setting for documents you filed. Click the appropriate icon to change the document access settings. (Important Note: Other users do not have the ability to adjust the settings of filings made by another party.)

HC = Highly Confidential
PR = Proprietary
PU = Public

Application (Parent) **PU**

[test.doc.pdf](#) **PU**

Change security to: **HC** **PR**

Missouri Public Service Commission

New Case Filing

Case No.	EA-2016-0310
Utility Type	Electric
Filing on Behalf of	Electric Missouri, Inc.-Investor(Electric)
Type of Case	Application for Certificate
Type of Filing	Application

Related case and/or tracking numbers	N/A
Service Area	N/A
Type of Service Offered	N/A
Style of Case	In the Matter of the Application for Certificate of Service of Electric Missouri, Inc.
Title of Service/Submission	Application for Certificate of Service
Clear and Concise Statement of Relief	Application for Certificate of Service
Cite for Commission Authority	4 CSR 240-28.030

Data Request Contact Person N/A

Date Filed 6/29/2016 9:31:26 AM

100%

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.